



# Remote/ Home learning policy

Approved by:



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## 1. Aims

Home learning will continue to be a priority, delivered alongside school based learning to ensure that every child has the offer of and access to learning when unable to attend school.

Remote learning aims to provide access, information and tools to all staff and students working from home.

At Cambridge school we have been working with a company called Firefly to design a motivating, meaningful virtual learning platform for our students to use and enjoy at home.

Teachers will set meaningful, engaging and active tasks with links to videos, games and activities that the children should enjoy. Guides for staff, parents and students are provided by the school Firefly leads.

For students who are unable to access online learning paper based work will be posted home weekly.

Home learning should also emphasise opportunities to develop communication, reading and writing skills in line with our school priorities.

This remote learning policy for staff aims to:

- › Ensure consistency in the approach to remote learning for pupils who aren't in school
- › Set out expectations for all members of the school community with regards to remote learning
- › Provide appropriate guidelines for data protection

## 2. Roles and responsibilities

### 2.1 Teachers

When providing remote learning, teachers must be available between 8:15 am and 4pm.

If staff are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.

When providing remote learning, teachers are responsible for:

- › Setting work
  - All students learning from home should have access to daily:
    - English
    - Maths
    - Science/ history/ geography

Work will need to be accessible from 9am on the day that the work is set for, ideally put up by the evening before.

Work should be uploaded on to class pages on Firefly following the guide provided by the School Firefly team

Class teachers should co-ordinate with subject teachers where necessary to ensure that work is appropriate and consistent.

Teachers will need to make sure pupils with limited access to devices can still complete the work by sending home paper based work and any necessary resources each week.

➤ Providing feedback on work

- Teachers should access completed work from pupils through Firefly tasks or assignments, or by post and follow up telephone conversations for paper based learning.
- Teachers are expected to share feedback with pupils in line with our Marking and Feedback policy. This should be through Firefly, through telephone conversations and by marking returned work.

➤ Keeping in touch with pupils who aren't in school and their parents:

- Teachers are expected to make regular contact through Parent mail, emails and phone calls and to answer emails from parents during working hours
- Teachers must report any complaints or concerns shared by parents and pupils to Pod leaders or Safeguarding Officers
- Teachers should manage any behavioural issues, such as inappropriate online comments or refusal to engage with learning

➤ Attending virtual meetings with staff, parents and pupils. Please consider the need for:

- appropriate dress code
- appropriate location (e.g. avoid areas with background noise, nothing inappropriate in the background)

## 2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8:15 am and 4pm

If unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.

When assisting with remote learning, teaching assistants are responsible for:

➤ Supporting pupils who aren't in school with learning remotely:

- Supporting individuals or groups of learners as directed by class teacher
- Planning and preparing learning as directed by class teacher

Attending virtual training and meetings with staff. Please consider the need for:

- appropriate dress code
- appropriate location (e.g. avoid areas with background noise, nothing inappropriate in the background)

## 2.3 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent

- › Monitoring the remote work set by teachers in their subject through regular meetings with teachers or by reviewing work set
- › Alerting teachers to resources they can use to teach their subject remotely

## **2.4 Senior leaders**

Alongside any teaching responsibilities, senior leaders are responsible for:

- › Co-ordinating the remote learning approach across the school
- › Monitoring the effectiveness of remote learning through regular meetings with teachers and subject leaders, reviewing work set and reaching out for feedback from pupils and parents
- › Monitoring the security of remote learning systems, including data protection and safeguarding considerations

## **2.5 Designated safeguarding lead**

The DSL is responsible for:

Ensuring that safeguarding concerns are acted upon in accordance to the child protection policy

## **2.6 IT staff**

IT staff are responsible for:

- › Fixing issues with systems used to set and collect work – the Firefly Support team will do this for Firefly log in or technical issues
- › Helping staff and parents with any technical issues they're experiencing
- › Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer
- › Assisting pupils and parents with accessing the internet or devices

## **2.7 Pupils and parents**

Staff can expect pupils learning remotely to:

- › Be contactable during the school day
- › Complete work to the deadline set by teachers
- › Seek help if they need it, from teachers or teaching assistants
- › Alert teachers if they're not able to complete work

Staff can expect parents with children learning remotely to:

- › Make the school aware if their child is sick or otherwise can't complete work
- › Seek help from the school if they need it – if you know of any resources staff should point parents towards if they're struggling, include those here
- › Be respectful when making any complaints or concerns known to staff

## **2.8 Governing board**

The governing board is responsible for:

- › Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible
- › Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

### **3. Who to contact**

If staff have any questions or concerns about remote learning, they should contact the following individuals:

- › Issues in setting work – talk to the relevant teacher or subject lead
- › Issues with Firefly talk to Nathan or Tess (Orange Pod) Shelly (Green Pod) Trevor (Purple Pod) or message the Firefly support team directly
- › Issues with behaviour – talk to your teacher/ Pod leader
- › Issues with IT – talk to Pam who will liaise with IT staff
- › Issues with their own workload or wellbeing – talk to your line manager
- › Concerns about data protection – talk to Rebecca Moore
- › Concerns about safeguarding – talk to Sheree, Samira, Alan or Rebecca Moore

### **4. Data protection**

#### **4.1 Accessing personal data**

When accessing personal data for remote learning purposes, all staff members will:

- › access the data using the secure server in the IT network
- › where possible when accessing the data –staff should use laptops provided by the school rather than your own personal devices

#### **4.2 Processing personal data**

Staff members may need to collect and/or share personal data such as children's names, e mail addresses and passwords, parent names and telephone numbers as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen.

However, staff are reminded to collect and/or share as little personal data as possible online.

#### **4.3 Keeping devices secure.**

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- › Keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)
- › Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device
- › Making sure the device locks if left inactive for a period of time
- › Not sharing the device among family or friends
- › Installing antivirus and anti-spyware software
- › Keeping operating systems up to date – always install the latest updates

### **5. Safeguarding**

All safeguarding concerns should be immediately reported to designated safeguarding leads. All staff should read and follow the most recent version of the school Safeguarding policy and Covid Risk Assessment.

## **6. Monitoring arrangements**

This policy will be reviewed annually by the Senior leadership team. At every review, it will be approved by Governors and Head teacher

## **7. Links with other policies**

This policy is linked to our:

- Behaviour policy
- Child protection policy and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy